



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY SIGNAL CENTER OF EXCELLENCE
AND FORT GORDON
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FORT GORDON GEORGIA 30905-5735

ATZH-CS

12 August 2013

MEMORANDUM FOR MILITARY AND CIVILIAN PERSONNEL

SUBJECT: United States Army Signal Center of Excellence (USASIGCoE) Fiscal Year (FY) 14 Holiday Observances

1. Reference AR 600-8-10, Leaves and Passes, 15 Feb 06, Rapid Action Revision (4 Aug 11).

2. USASIGCoE FY14 schedule follows:

a. Public holiday observances:

14 October 2013	Columbus Day
11 November 2013	Veterans' Day
28 November 2013	Thanksgiving Day
25 December 2013	Christmas Day
1 January 2014	New Year's Day
20 January 2014	Martin Luther King, Jr. Day
17 February 2014	Presidents' Day
26 May 2014	Memorial Day
4 July 2014	Independence Day
1 September 2014	Labor Day

b. Training holiday observances:

11 October 2013	(Friday before Columbus Day)
8 November 2013	(Friday before Veterans' Day)
29 November 2013	(Friday after Thanksgiving Day)
24 December 2013	(Tuesday before Christmas Day)
31 December 2013	(Tuesday before New Year's Day)
17 January 2014	(Friday before Martin Luther King, Jr. Day)
14 February 2014	(Friday before Presidents' Day)
23 May 2014	(Friday before Memorial Day)
7 July 2014	(Monday after Independence Day)
29 August 2014	(Friday before Labor Day)

3. Dependent upon mission and operational requirements, the days in subparagraph 2b above will be treated as training holidays for military personnel. Civilian personnel may,

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at their request, be granted annual leave, compensatory time off, or leave without pay. Maximum use of leave is encouraged.

4. USASIGCoE will follow the same holiday period as HQ TRADOC, which is 20 December 2013 to 2 January 2014. Staff offices will remain operational throughout the holiday period except for Christmas and New Year's days off and designated training holidays (24 and 31 December). However, manning may be reduced dependent on mission requirements. It is up to each director to manage staffing for his or her organization. Army regulations and civilian labor practices must be followed in planning/executing holiday work schedules.

5. To ensure safe and enjoyable holiday periods, supervisors will conduct pre-holiday safety briefings.

6. This policy applies to US Army Signal Center of Excellence personnel only.

7. US Army Signal Center of Excellence point of contact is the Secretary of the General Staff, CPT Andrea Dover at (706) 791-8035, andrea.g.dover.mil@mail.mil.

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